



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH CARE REGULATION AND LICENSING ADMINISTRATION
CHILD & RESIDENTIAL CARE FACILITIES DIVISION



PHASE 1: Licensing Requirements for a Child Development Center (CDC). Steps 1-12 must be completed and approved before an on-site inspection will be conducted. You have ninety (90) days from the date you submit your application to complete the process. Document your completion dates in the space provided. This will help keep you “on track” with your timeline.

Step 1

Date: _____

Attend the Child Development Center (CDC) Orientation at the Department of Health, Child & Residential Care Facilities Division (DOH/C&RCFD)
**825 N. Capitol St, NE
2nd Floor
Washington, DC 20002**
A certificate will be issued upon completion.

**Call (202) 442-4730 to Register.
Our main line is (202) 442-5929.**

Step 2

Date: _____

Select a location. Prior to purchasing property or signing lease agreements, first obtain a Certificate of Occupancy from DCRA.

Once you have received zoning approval, you may submit the following:

- CDC Application & \$65.00 fee
- Clean Hands Act Certification
- Certificate of Good Standing (if you plan to be incorporated) from DCRA.

A Licensing Specialist will contact you within (10) days to acknowledge receipt of your application

Step 3

Date: _____

At this stage, you should begin recruiting staff.

Obtain the following original documents for each staff member:

- Health Certificate (current w/in 1 year)
- Employee Health Information form
- Staff Appointment form
- Credentials (resume and official transcript)

Keep copies of everything!

Step 4

Date: _____

Obtain dimensions of your facility and develop a diagram/floor plan of your program space.

You should consult with a building engineer or architect familiar with the BOCA code, to ensure accurate square footage and other requirements.

Step 5

Date: _____

Enroll and complete certification in the following training sessions:

- First Aid
- CPR (Artificial Respiration)
- Food Handling Certification- (I.D card may be obtained at 51 N Street, NE)

Certified staff must be present with the children at all times.

Step 6

Date: _____

Develop a Program Policy Statement, which clearly describes the policies, procedures and services of your business.

(Sample form is available)

Keep copies of everything!

Step 7

Date: _____

Develop a Daily Activity Schedule.

This schedule should be flexible but consistent and reflective of your operation hours.

(Sample form is available)

Step 8

Date: _____

Develop an Emergency Contingency Plan in the event you need to evacuate the premises. The owner of your approved alternate location must sign the plan and it should be updated each year.

(Official form is available)

Step 9

Date: _____

Develop a Menu following guidelines set forth by the USDA Child and Adult Care Food Program.

(Sample form is available)

If you plan to cater meals, obtain a copy of the contract and menu's.

Step 10

Date: _____

Before setting up your program, the facility must be **CLEAN, ORGANIZED & IN GOOD REPAIR**. Check outside property, entryways, hallways, floors, carpets, walls, trash receptacles, windows, shelves, bathrooms and other applicable areas.

Step 11

Date: _____

It's time to set up your program! Obtain developmentally appropriate toys, equipment, supplies, cots/cribs etc. Identify learning areas and individual storage space for each child's personal belongings.

Your Licensing Specialist will be visiting soon and will need to see the program set up as a CDC.

Step 12

Date: _____

Submit all documents from Step 3 through Step 9 to the C&RCFD:

Keep copies of everything!

Department of Consumer and Regulatory Affairs (DCRA) is conveniently located across the courtyard from our office, at 941 N. Capitol Street, NE.

PHASE 2: Good Job! Now you are ready to begin Phase 2. Please submit all documents (3-9) to the C&RCFD for review and approval. The C&RCFD is located at 825 N. Capitol St, NE 2nd floor. The main line is (202) 442-5929 and our service hours are from 9:00 am to 4:00 pm. Please notify your Licensing Specialist that you are ready to begin steps 13-18 of this section.

Step 13 Date: _____

It's time for the Inspection!

After review and approval of all documents, your Licensing Specialist will call to schedule an appointment for an on-site inspection. After the inspection, you will be issued a written report of corrections to be completed within **sixty (60) days**.

Your Licensing Specialist is available for technical assistance and consultation throughout the process.

Step 14 Date: _____

Your Licensing Specialist will make referrals for the following:

- Fire Protection Inspection
- Lead Base Paint Inspection

A representative will call you to schedule an on-site inspection.

You will receive documents and instruction on how to prepare for each inspection at the Orientation.

Step 15 Date: _____

Develop and submit a Fire Evacuation Plan (narrative and diagram) to the Fire Inspector for review and approval.

You will be required to obtain the approved documents from DCRA located at 941 N. Capitol St, NE, 2nd Floor and submit a copy to the C&RCFD located at 825 N. Capitol St, NE, 2nd Floor.

Keep copies of everything!

Step 16 Date: _____

Obtain a Lead-Based Paint Compliance Certificate. A certificate will be issued from the Department of Health, Environmental Health Administration, Bureau of Hazardous Material & Toxic Substances located at 51 N St, NE.

The certificate will be sent to your Licensing Specialist and will be mailed to you.

Keep copies of everything!

Step 17 Date: _____

Have you completed all corrections?

Notify your Licensing Specialist that you are ready for a follow up inspection. Your Licensing Specialist will conduct a walk-thru of your site to ensure that all corrections have been completed and may give technical consultation and assistance.

All corrections must be completed or you may be subject to a Re-inspection fee of \$65.00

Step 18 Date: _____

When all licensure requirements are met, a CDC license will be processed and issued.

The hours of operation and the ages of children to be cared for will be issued according to your request on the application.

Your child development center license must be renewed every year. You must have a license before caring for infants and children. Failure to comply may result in being fined more than \$650.00 and/or criminal prosecution.

Congratulations and Welcome! You may begin admitting children.

Prior to admission, each infant or child must have on file the following completed documents:

- Health Certificate on a form approved by DC Government
- Registration form with emergency contact information
- Emergency Authorization for Medical Treatment form

Note: You are required to comply with the regulations set forth by 29 DCMR, Chapter 3, Child Development Facilities **AT ALL TIMES**. Failure to comply may result in revocation of the license.

Note: If you intend to apply for a 23-hour CDC license, you may request additional requirements for evening and nighttime care from the C&RCFD.